

Attachment

Filling out the CWS/CMS Health Notebook

Completion of the Diagnosed Condition page:

- Onset Date/First Visit
- Alert checkbox: Check the Alert box if you want the diagnosis to appear in the Alert section on the HEP document. *(Only check this box if the diagnosis is not end dated.)*
- Category: Behavioral, Emotional, No Known Health Condition or Physical Health
- Health Problem: Choose the most appropriate Health Problem. Avoid using "Psychotropic Medication required".
- Diagnosed by: Name of the practitioner who made the diagnosis.
- Health Problem Description: Add the diagnosed condition as written on the JV 220
- Treatment Plan/Instructions: Add the instructions given by the Physician.

Completion of the Medications page:

- Prescribed Medication: Name of medication as listed on the JV 220
- Alert checkbox: Check the Alert box if you want the medication to appear in the Alert section on the HEP document. *(Only check this box if the medication is not end dated.)*
- Start Date: Date (mm/dd/yyyy) *This field will default to the onset date. Change the date to the actual Start Date of the medication.*
- Projected End Date: Date (mm/dd/yyyy) the Court Order expires.
- End Date: Date (mm/dd/yyyy) the child stops taking the medication.
- Court Ordered Date: Date (mm/dd/yyyy) the JV 220 was signed by the Judge.
- Prescribed by: Name of Doctor.
- Comment/Instructions box: Date each entry and list the dosage or range and list alternative medications (i.e., other medication listed on the JV 220 that may be given in the future if the first drug is not effective).

Health and Education Passport Document:

As each subsequent JV 220 is approved, update the following:

- Diagnosed Condition Page
- Medication page
- Medication changes
- Comment/Instruction box